

## Incident Date

### Permanently Identifying or Changing the Date On A Run Sheet So It Remains Constant When You Later Open or Print It

#### The Incident Date on A New Run Sheet Is Always Date Run Report Created

- Log into Image Trend.
- Select Add Run.
- Select Indiana Run Form.

The screenshot shows the ImageTrend EMS Service Bridge interface. The top navigation bar includes 'Dashboard', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Incidents' tab is active. Below the navigation bar, there is a search bar and a status bar showing 'Status: N/A', 'Locked: Unlocked', and '\*\* Unsaved Data \*\*'. The main content area is divided into several tabs: 'Dispatch Info', 'Call Conditions', 'Patient Info', 'History', 'Assessment', 'Vitals/Treatment', 'Transport', 'Narrative', 'Billing', and 'Signatures'. The 'Dispatch Info' tab is selected. Within this tab, the 'Date/Incident Numbers' section is highlighted with a red box. This section contains four input fields: 'Patient Care Report Number (E01\_01)', 'Incident Number (E02\_02)', 'EMS Unit (Vehicle) Response Number (E02\_03)', and 'Patient ID Band/Tag Number (E22\_06)'. The 'Incident Number (E02\_02)' field contains the value 'AA-140430-00011'. On the right side of the interface, there is a vertical sidebar with tabs: 'Response Times', 'Validation: 0', and 'Active Protocols'. A black arrow points from the 'Response Times' tab to the 'Incident Number (E02\_02)' field.

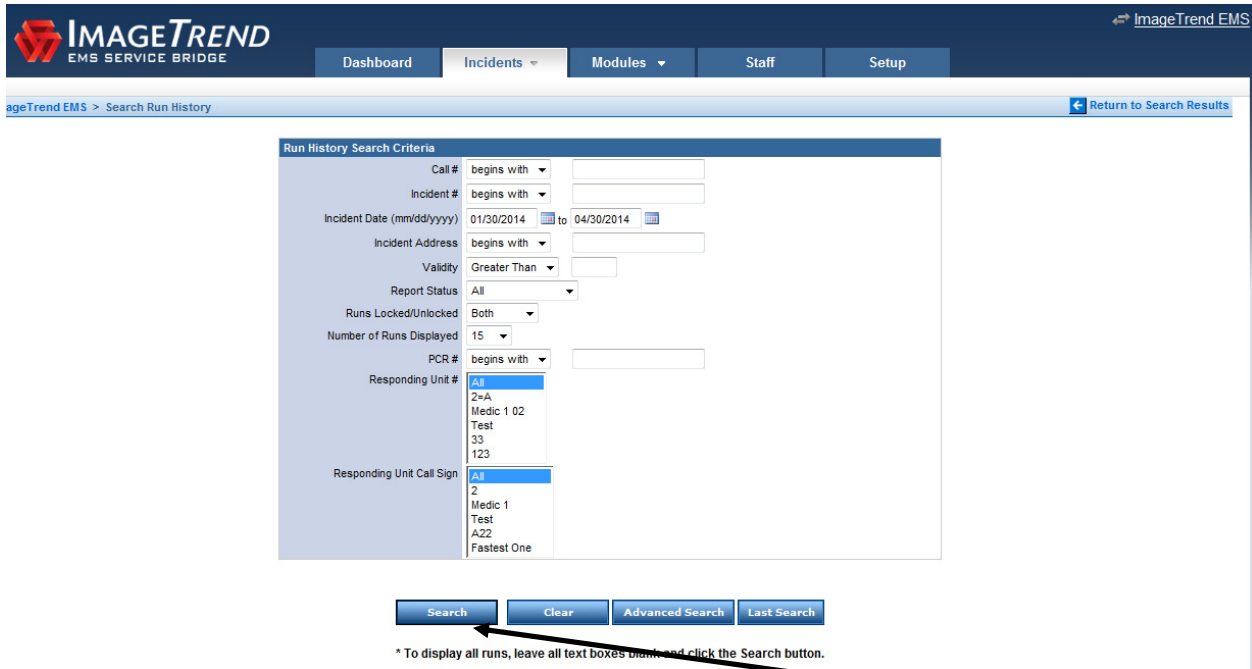
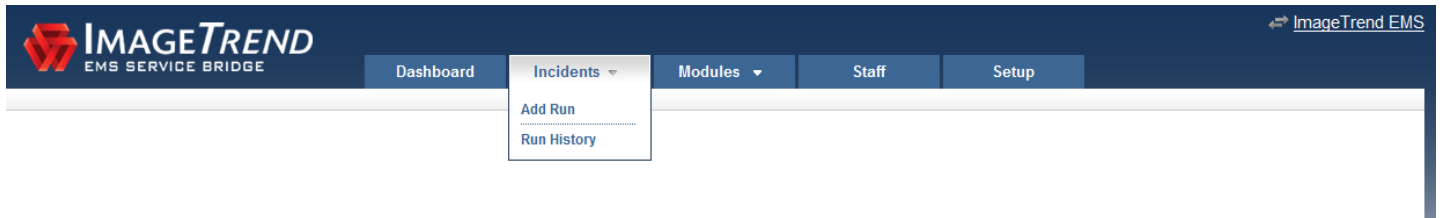
- Select the Response Times tab in the far right and a new box opens.

The screenshot shows the ImageTrend EMS software interface. At the top, there are tabs for 'Incidents', 'Modules', 'Staff', and 'Setup'. Below these, there's a 'Mark Run As Completed' button and a '+ Indiana Run Form' button. A green 'Saved Data \*\*' message is visible. The main area is divided into sections: 'Assessment', 'Vitals/Treatment', 'Transport', and 'Narrative'. The 'Incident' section is active, showing a patient ID 'AA-140430-00011'. A list of events is displayed, including 'Incident Date' (4/30/2014), 'PSAP (E05\_02)', 'Dispatch Notified (E05\_03)', 'Notified by Dispatch (E05\_04)', 'Enroute (E05\_05)', 'Arrived on Scene (E05\_06)', 'Arrived at Patient (E05\_07)', 'Leave Scene (E05\_09)', 'Arrived at Destination (E05\_10)', 'Back In Service (E05\_11)', and 'Unit Cancelled (E05\_12)'. A 'Show Date' checkbox is also present. On the right side, there are vertical buttons for 'Response Times', 'Validation', and 'Active Protocols'. Two arrows point from the text below to the 'Incident Date' field and the 'Notified by Dispatch (E05\_04)' field.

- The Incident Date box will automatically populate with the month/day/year when the Run Sheet is being created. In our example, we will assume the run was made on 4/30/14.
- **Hint- If you want to keep this box open, select the pin icon and the box will remain open.**
- Move your pointer outside of the box anywhere on the screen and the box will disappear.
- Click the *Save* tab in the upper left of the screen.
- This *Incident Date* will always appear whenever the Run Sheet is later opened or printed.

## Changing the Date on a Existing Run Sheet So the New Date You Want Will Always Appear

- Log into Image Trend.
- Go to the Incidents tab, select Run History.



- Select the appropriate search criteria and select the *Search* box.



- Select the Run you are looking for and open it.

- Select the *Unlocked* option in the Locked box.

The screenshot shows the ImageTrend EMS Service Bridge interface. The top navigation bar includes 'Dashboard', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Incidents' tab is active. Below the navigation bar, there are tabs for 'Dispatch Info', 'Call Conditions', 'Patient Info', 'History', 'Assessment', 'Vitals/Treatment', 'Transport', 'Narrative', 'Billing', and 'Signatures'. The 'Incident Number (E02\_02)' field is highlighted with a red box. The 'Response Times' tab is visible on the right side of the interface.

- Select the *Response Times* tab in the far right and a new box opens.

The screenshot shows the ImageTrend EMS Service Bridge interface with the 'Response Times' tab active on the right. The 'Incident Date' field is highlighted with a red box, showing the date 3/20/2014. The 'Response Times' tab is active on the right side of the interface.

- This old Run Report is dated 3/20/2014. This is the date the Run Report was created and Image Trend automatically inserted and saved this date.
- However **I want another date to appear on the Run Report**. Examples would be that I didn't get a chance to complete it on the day of the Run or it was a couple of minutes after midnight so it automatically put the next day on, so I need to change the date.

- Select the calendar icon and a drop down box appears.

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED + Indiana Run Form

Save Status: N/A Locked: Unlocked Patient: Luck, Bad

Vitals/Treatment Transport Narrative Billing Signatures  
Dispatch Info Call Conditions Patient Info History Assessment

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)  
pcn 24680 AA-140320-00074

EMS Unit (Vehicle) Response Number (E02\_03) Patient ID Band/Tag Number (E22.6)  
AA-140320-00074

Responding Personnel  
Responding Unit  
Incident Address  
Mileage  
Dispatch Information

Incident Date 3/20/2014

PSAP (E05\_01) March - 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Dispatch Notified (E05\_02)

Notified by Dispatch (E05\_04) 10:53

Enroute (E05\_05)

Arrived on Scene (E05\_06)

Arrived at Patient (E05\_07) 11:00

- Click on the day that you now want to appear on the Run Report. I will select 3/19/14.

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED + Indiana Run Form

Save Status: N/A Locked: Unlocked \*\* Unsaved Data \*\* Patient: Luck, Bad

Vitals/Treatment Transport Narrative Billing Signatures  
Dispatch Info Call Conditions Patient Info History Assessment

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)  
pcn 24680 AA-140320-00074

EMS Unit (Vehicle) Response Number (E02\_03) Patient ID Band/Tag Number (E22.6)  
AA-140320-00074

Responding Personnel

Incident Date 3/19/2014

PSAP (E05\_01)

Dispatch Notified (E05\_02)

Notified by Dispatch (E05\_04) 10:53

Enroute (E05\_05)

- This revised date will now always appear on the Run Sheet whenever I view or print it.

- Click Save and then select Locked in the Locked box.

Services Data Exchange Report Writer 2.0 More Welcome, Murray Lawry Admin 0 Logout

ImageTrend EMS SERVICE BRIDGE

Dashboard Incidents Modules Staff Setup

Search Actions Reports Options History About

COMPLETED + Indiana Run Form

Save Status: N/A Locked: Locked Patient: Luck, Bad

Dispatch Info Call Conditions Patient Info History Assessment Vitals/Treatment Transport Narrative Billing Signatures

Date/Incident Numbers

Patient Care Report Number (E01\_01) Incident Number (E02\_02)  
pcn 24680 AA-140320-00074